

# ACCOUNTING PLATFORM TRANSITION AND CONFIGURATION AGREEMENT

This Accounting Platform Transition and Configuration Agreement (the "Agreement") is entered into and made effective as of \_\_\_\_\_ (the "Effective Date"), by and between:

**Provider:** \_\_\_\_\_, with a principal place of business at \_\_\_\_\_ ("Service Provider"),

and

**Client:** \_\_\_\_\_, with a principal place of business at \_\_\_\_\_ ("Client").

## RECITALS

WHEREAS, Client desires to transition its financial accounting data and operations from its legacy accounting system to a new cloud-based accounting platform;

WHEREAS, Service Provider possesses the professional expertise and resources to perform data migration, system setup, and configuration services; and

WHEREAS, Client wishes to retain Service Provider, and Service Provider agrees to perform such services under the terms and conditions set forth herein.

## 1. SCOPE OF SERVICES

Service Provider shall perform the following services (collectively, the "Services"):

- Legacy System Analysis:** Review and map data from the Client's legacy system, \_\_\_\_\_.
- New Platform Setup:** Provision, configure, and customize the target accounting platform, \_\_\_\_\_, including chart of accounts, tax configurations, and user permission matrices.
- Data Migration:** Import historical accounting data, including general ledger balances, customer lists, vendor profiles, accounts receivable, accounts payable, and outstanding transactions for the period of \_\_\_\_\_ to \_\_\_\_\_.
- Integration Services:** Connect and configure third-party software applications, including \_\_\_\_\_.
- Testing and Reconciliation:** Perform trial balances and data integrity verification to ensure completeness and accuracy.
- Training and Handover:** Provide \_\_\_\_\_ hours of system training and operational handover documentation to designated Client personnel.

## 2. IMPLEMENTATION SCHEDULE AND MILESTONES

The Services shall be executed in accordance with the following estimated schedule:

Phase / Milestone	Deliverables	Target Completion Date
Phase 1: Discovery & Mapping	Data assessment report, migration plan, and mapped Chart of Accounts.	_____

Phase / Milestone	Deliverables	Target Completion Date
Phase 2: Platform Configuration	System configuration, user access levels defined, and test environment ready.	_____
Phase 3: Data Migration & Trial Run	Imported historical data and initial reconciliation reports.	_____
Phase 4: Go-Live & Support	Production environment transition, final ledger reconciliation, and training.	_____

### 3. CLIENT RESPONSIBILITIES AND PREREQUISITES

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1. Client shall provide Service Provider with timely, complete, and accurate access to legacy accounting databases, credentials, and third-party systems required for implementation.
2. Client shall designate a primary point of contact authorized to make functional decisions, review deliverables, and sign off on milestone completions.
3. Service Provider is not responsible for errors, delays, or additional expenses resulting from inaccurate, corrupted, or incomplete source data provided by the Client.

### 4. FEES AND PAYMENT TERMS

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1. **Total Service Fee:** Client agrees to pay Service Provider a total fee of \_\_\_\_\_ for the execution of the standard Services outlined in Section 1.
2. **Payment Schedule:** Payments shall be made in installments in accordance with the following milestones:
  - o \_\_\_\_\_ % upfront deposit due upon execution of this Agreement.
  - o \_\_\_\_\_ % due upon successful completion of Phase 2 (Platform Configuration).
  - o \_\_\_\_\_ % due upon final sign-off and system delivery.
3. **Out-of-Scope Work:** Any work requested by the Client outside the Scope of Services will be billed at an hourly rate of \_\_\_\_\_, subject to prior written approval from the Client.

### 5. CONFIDENTIALITY AND DATA SECURITY

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1. Both parties agree to hold all non-public information, intellectual property, financial details, and proprietary business processes disclosed during the engagement in strict confidence.
2. Service Provider shall implement commercially reasonable administrative, physical, and technical safeguards to protect Client data against unauthorized access, destruction, or disclosure.
3. Upon successful completion of the transition and confirmation of payment, all Client data in the possession of the Service Provider, excluding system configuration archives, shall be returned to the Client or destroyed.

### 6. TERM AND TERMINATION

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1. This Agreement shall commence on the Effective Date and remain in effect until the Services are fully completed and delivered, unless terminated earlier.
2. Either party may terminate this Agreement upon \_\_\_\_\_ days written notice to the other party for material breach of contract, provided such breach is not cured within the notice period.
3. Upon termination, Client shall compensate Service Provider for all Services rendered and expenses incurred up to the date of termination.

**7. LIMITATION OF LIABILITY AND GOVERNING LAW**

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Service Provider's total liability for any claims, losses, damages, or expenses arising under this Agreement shall not exceed the total fees paid by the Client to the Service Provider under this Agreement. This Agreement shall be governed by and construed in accordance with the laws of \_\_\_\_\_.

IN WITNESS WHEREOF, the parties hereto have executed this Accounting Platform Transition and Configuration Agreement as of the Effective Date.

**For Service Provider:**

**For Client:**

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_